AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD MANAGER TECHNOLOGY PROJECT**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**IT 10**	DUTY DAYS:	**226**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS BOND FUNDED.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with an emphasis in Computer Science, MIS, Telecommunications, or Management is preferred. Technology or project management credentials or certifications can account for related experience. Two (2) years of related experience in program/project management in the Information Technology (IT) area is required. Five (5) years of experience in program/project management, in Information Technology (IT) is preferred. Incumbent must have experience in creating technology project plans, leading project teams, managing and tracking project progress including scope, milestones, resource management, and other project metrics to manage initiatives and drive accountability for the accomplishment of the project. Incumbent must also have verifiable experience in planning and designing large-scale infrastructure deployments. This position includes leading cross-functional project teams using leadership, communication, and negotiation skills to attain project milestones. Project Management certification is preferred but not required.

SKILL REQUIREMENTS:

This position requires knowledge and understanding of enterprise level information technology and network systems and support services. Incumbent should be able to develop, plan and manage the implementation of numerous projects for complex information systems projects. Incumbent must have the ability to interact effectively with project staff, directors, and the Chief Technology Officer. Incumbent must have the ability to communicate effectively both in writing and orally and understand highly complex technical concepts. In addition, incumbent must be detailed and task oriented, have the ability to stay focused, systematic, and thrive in a fast-paced multi-tasking environment. This position requires strong knowledge and application of project management and project lifecycle fundamentals (planning, issue and risk management, forecasting, etc.) and the ability to motivate people and excel in a team environment. Additionally, incumbent must be proficient with MS Office, Project.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent will provide project planning, analysis, scoping, resource management, schedules, milestones, identifying deviations early in the project and adjusting schedules and staffing needs accordingly and report regularly to the Chief Technology Officer on performance metrics and project success factors. In addition, this position manages, supervises staff, and provides leadership of the bond and grant device department within the division of Customer Support Services. Considerable knowledge of campus operations, inventory tracking, theft/loss prevention techniques and warranty repair processes is preferred. Work is performed under general supervision and in accordance with established policies and procedures. The employee exercises reasonable initiative and independent judgment in achieving objectives, planning work details and making technical decisions.

ESSENTIAL FUNCTIONS:

- Responsible for creating project plans with appropriate staff for all major changes in Information Systems and managing plans for completion.
- Provide direction, coordination and leadership in the development and ongoing implementation of Information Systems project plans.

- Plan, design and execute complex projects, escalating/reporting their status to directors and the Chief Technology Officer.

- Maintain the current status of all assigned projects using agreed methods. Monitor and review the design process, implementation/testing progress, and cost. Attempt to correct any variances to the project plan, especially in requirements/scope, delivery dates and quality. Manage the identified critical path to ensure that committed milestones are achieved. Reassess project timelines and deliverables if critical path is at risk or compromised

- Review and evaluate project plans and objectives by using a 4 step process: -
  Track project progress with respect to time, budget and demonstrated results
  -Communicate progress to management and modify schedules as required
  -Manage project issues, including issue identification, escalation, resolution status tracking
  -Develop project planning and communication documents.

- Oversee the development of project deliverables. Establish and maintain processes to manage scope throughout the project lifecycle. Identify and manage project issues. Set project quality and performance standards. Assess and manage risk over the project lifecycle. Maintain project tracking and information systems.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally performed in a standard office environment but may require some travel to different District locations. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will have a planning and implementation role. This position will have regular contact with AISD Directors, administrators, principals, department co-workers, and various district personnel that represent the users, vendors and outside organizations.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	